

Chapter 5 - Training

TABLE OF CONTENTS

<u>Sec</u>	<u>Subject</u>	<u>Page</u>
5.1	Navy Training Plan (NTP) & Naval Aviation Training Program	5-2
5.2	Command Relationships	5-2
5.3	Command Responsibilities	5-3
5.4	General Maintenance Training	5-5
5.5	Navy Training Schools	5-6
5.6	ALRE Maintenance Officer Training	5-7
5.7	In service Training	5-7
5.8	The Maintenance Training Improvement Program (MTIP)	5-9
5.9	ALRE Maintenance Management Teams	5-11
5.10	Maintenance Training Requirements Review (MTRR).....	5-11
5.11	Organizational Responsibilities	5-12
5.12	Training Publications	5-14
5.13	Navy Integrated Training Resources and Administration System (NITRAS)	5-15
5.14	Funding.....	5-15
5.15	Manpower Management	5-15

TABLE OF FIGURES

<u>Fig</u>	<u>Subject</u>	<u>Page</u>
5-1	ALRE Training Organization	5-17

Chapter 5

Training

5.1 Navy Training Plan (NTP) & Naval Aviation Training Program

5.1.1 The NTP is a NAVAIRSYSCOM-developed document which lists the multiple elements required for life cycle support of new aircraft, systems, subsystems, or equipment. Development, approval, and implementation procedures are provided in OPNAVINST 1500.76. The NTP is the official statement of billets, personnel, and training input and resource requirements to support the introduction and operational use of aircraft, systems, subsystems, equipment, and other developments, including non-hardware related developments. The NTP assigns responsibilities for the planning, programming, and implementing actions necessary to provide required support to ensure:

a. Coordination of billets, personnel, military construction, training support, and training planning concurrently with hardware development and production.

b. Efficient and adequate training programs coincident with the introduction of aircraft, systems, subsystems, equipment, or other developments or modifications to existing systems or equipment.

c. Support of the policies established for system acquisition within the Navy Department.

5.1.2 The Naval Aviation Training Program requires that billets, personnel, military construction, training support, and training planning be performed concurrently with hardware development and production. Further, training programs will be phased in with adequate lead times to meet the introduction of new aircraft, systems, subsystems, and related equipment. Program organization and management shall be complementary and coordinated to provide for minimizing operating costs, personnel movement, training pipeline time, training billets, and special manning requirements. The program is designed to ensure basic, intermediate, advanced, and in-depth levels of training for all maintenance personnel to support existing, planned, and future weapon system acquisitions.

5.2 Command Relationships

5.2.1 Command relationships are based on lines of authority among various echelons as well as among various administrative and support activities. Many echelons are involved in training aviation maintenance personnel. Liaison is maintained across all

01 MARCH 2001

levels of command. Figure 5-1 illustrates the coordination relationships that exist in ALRE maintenance training.

5.3 Command Responsibilities

5.3.1 The Chief of Naval Operations (CNO) is responsible for training naval personnel and for directing the various commands and offices that provide resources required to implement the training program.

5.3.2 The Director, Air Warfare Division (N78) is responsible for:

a. The establishment of policy, requirements, and priorities for aviation training and the development of aviation training plans.

b. The supervision and direction of aviation training, including formal technical class A school training provided by the Chief of Naval Education and Training (CNET); the supervision and direction of Type Commander (TYCOM) aviation training; the approval of establishment, disestablishment, and modification of training programs; the programming of aviation training resource requirements, including training manpower; and approval or disapproval of Naval Air Technical Training Center (NATTC) Pensacola, Naval Air Technical Training Center Detachment (NATTC DET) Lakehurst, and Naval Air Maintenance Training Group Detachment (NAMTRAGRUDET) (Norfolk and San Diego) course establishment, disestablishment, and revision.

5.3.3 The DCNO (Manpower and Personnel) and Director, Naval Training and Education (N79), together with the Bureau of Naval Personnel (BUPERS):

a. Participates in personnel and training planning, in the development and review of Navy Training Plans (NTPs), and in meeting personnel inventory and skills requirements to support introduction of new acquisitions.

b. Performs occupational task analysis as specified by CNO in support of new systems and aviation training requirements.

5.3.4 The Commander, Naval Air Systems Command (COMNAVAIRSYSCOM):

a. Performs research, design, development, test, acquisition, and logistic support of all naval aviation weapon systems and associated material and equipment.

01 MARCH 2001

b. Initiates development of recommended NTPs for new weapon systems and components requiring establishment of in-house Navy training in accordance with OPNAVINST 1500.8M (NOTAL).

c. Initiates action for development, procurement, installation, maintenance, and repair of equipment required in support of aviation training programs.

d. Reviews existing training programs and curricula for technical adequacy and availability of suitable training equipment.

e. Provides for factory and other specialized contract training. Arranges for inter-service training where required.

f. Provides maintenance and logistics support of maintenance trainers required by fleet training activities.

5.3.5 The Director, Naval Training and Education (N79):

a. Provides formal training for the operating forces.

b. Establishes procedures for the regular validation and review of assigned training programs.

c. Provides necessary planning, programming, and budgeting for manpower and training resources, including facilities, to support assigned training requirements.

5.3.6 Commander, Naval Air Force, U.S. Atlantic/Pacific Fleet (COMNAVAIRLANT/PAC):

a. Supervises, coordinates, and directs internal aviation technical and management training programs for all activities.

b. Coordinates maintenance training, maintenance administration courses, and factory training under the auspices of NAVAIRSYSCOM.

c. Exercises quota control authority of all training under his cognizance.

d. Conducts reviews of new or revised training curricula.

e. Establishes, coordinates, and directs administration of the Maintenance Training Improvement Program (MTIP) within activities under their cognizance.

f. Directs the Fleet Aviation Specialized Operational Training Group (FASOTRAGRU) and exercises quota control of all

maintenance administration and management courses provided by FASOTRAGRULANT/PAC.

g. Provides on-site training and management assistance to all carriers through the ALRE Maintenance Management Teams.

5.3.7 The Naval Safety Center (NAVSAFECEN) provides technical assistance through reviews of training equipment, curricula, and training devices for safety related issues where inadequate training could result in excessive risk to personnel and equipment.

5.4 General Maintenance Training

5.4.1 This section defines the levels of training for ALRE personnel. It covers the required training for specific job requirements on ALRE systems and associated equipment.

5.4.2 Training is a continuing effort that begins with an individual's entry into service and continues through various courses, with his/her eventual assignment to a particular job. The technical knowledge and skills required to perform in the assigned job determine course requirements.

5.4.3 Training is accomplished in a sequential process with basic courses providing prerequisites for following courses. Most aviation personnel receive initial training en route to their first duty station. Those who do not attend Class-A school receive airman apprentice training following completion of recruit training and report directly to their ultimate duty station.

5.4.4 Formal training for ALRE personnel consists of A school at Naval Air Technical Training Center (NATTC) Pensacola and C school at NATTC DET Lakehurst, NJ. Most personnel undergoing ALRE training will follow a standard training path, with revisions and exceptions met on an as required basis. Recruit personnel enroute to a fleet billet will normally attend a class A school. Fleet personnel will normally attend specialized training in a class C course.

5.4.5 Navy Enlisted Classifications (NECs)

5.4.5.1 NECs supplement the enlisted rating structure by identifying personnel and billets in manpower authorizations. NEC codes reflect special knowledge and skills that identify personnel and requirements when the rating structure is insufficient by itself for manpower management purposes.

5.4.5.2 Personnel may earn five NECs that are maintained in the Enlisted Master Record for detailing and distribution purposes.

01 MARCH 2001

The Primary (PNEC) and Secondary (SNEC) NECs are reflected on the Enlisted Distribution Verification Report (EDVR) at local commands.

5.4.5.3 Successful completion of C school is mandatory for the assignment of ALRE NECs. NECs will be automatically awarded to ensure faster assignment and reduce paper work at the command level.

5.4.5.4 Commanding officers may recommend cancellation of an NEC assignment when personnel do not qualify or perform their NEC duties satisfactorily, normally within 6 months after reporting aboard. Full details are defined in the Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, NAVPERS 18068 Series, the NEC Manual.

5.5 Navy Training Schools

5.5.1 CNET conducts training for officers and enlisted personnel in basic, technical, and specialized areas as described below:

a. Class A - Provides the basic technical knowledge and skills required to prepare an individual for entry level performance and additional specialized training. It includes apprenticeship training.

b. Class C - Provides the advanced knowledge, skills, and techniques necessary to perform a particular job in an assigned billet. An NEC may be awarded to identify the skill achieved.

c. Class F - Provides team training to fleet personnel, officer and enlisted, en route to duty as members of ship's company. It also provides individual refresher, operator, maintenance, and technical training to meet fleet or TYCOM needs.

5.5.2 The Naval Air Technical Training Center (NATTC) provides training for officers and enlisted personnel in the operation, maintenance, and repair of ALRE systems and associated equipment using maintenance trainers. Trainers are instructional units that provide training support for a system, specific equipment, groups of related equipment, or specialized techniques.

5.5.3 The Naval Air Maintenance Training Group Detachments (NAMTRAGRUDETs) (Norfolk and San Diego) train fleet personnel in courses covering operation and maintenance of specific equipment and systems and in ALRE administration and management. They provide formal training for fleet personnel with the following courses:

a. ALRE Operation and Maintenance for Catapult Refresher

(C-604-2016)

b. ALRE Operation and Maintenance for Catapult Basic
(C-604-2024)

c. ALRE Shipboard Arresting Gear (C-604-2025)

d. ALRE Quality Assurance Administration (C-670-2017)

5.5.4 The Fleet Training Centers (FTCs) of Commander, Naval Education and Training Command (CNET), provide numerous courses in a wide variety of subjects. Course listing and quota control information are listed in the Catalog of Navy Training Courses (CANTRAC), NAVEDTRA 10500.

5.5.5 Shipyard technical training for fleet personnel consists of regularly scheduled courses that are convened periodically at naval shipyards and cover a wide range of technical areas. Courses not regularly scheduled may be arranged through the TYCOM, if sufficient requirements exist. Courses are normally in the hull, mechanical and electrical (HM&E) areas and include various types of welding, gas detection, insulation/lagging, brazing, boat repair, degaussing, rigging, fire watch, wire rope construction, and other similar industrial disciplines.

5.5.6 The Aviation Training Support System (ATSS) is a computerized system used to facilitate management of the training program. ATSS provides student scheduling for various courses, generates student reports, performs diagnostic testing and grading, and maintains individual and unit statistical data.

5.6 ALRE Maintenance Officer Training

5.6.1 ALRE maintenance officers shall attend, and successfully complete, the ALRE maintenance officer course prior to reporting for duty. The course provides the essential prerequisites for initial assignment to an ALRE maintenance officer billet. Topics include basic qualifications in management principles and techniques, ALRE systems and equipment, supply fundamentals, maintenance and material control procedures, quality assurance requirements, the Planned Maintenance System (PMS), launch and recovery bulletins and technical directives, data collection requirements, and the fundamental elements of the Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP).

5.7 In service Training

5.7.1 In service training is a command responsibility. Since this training represents a major contribution to the Navy's overall efforts, a systematic in-service training program shall be

01 MARCH 2001

conducted. Both lectures and practical training are integral parts of a successful program and must be coordinated to satisfy each individual activity's particular requirements.

5.7.2 Formal In service training is conducted through lectures, supplemented with visual aids and required reading. A schedule of training is prepared and published by the division officer listing each lecture, time, location, attendees, subjects, and instructors.

5.7.2.1 Branch officers prepare a training syllabus for their personnel and maintain progress records for them. They also furnish the division officer with the names of the personnel to be scheduled for training lectures.

5.7.2.2 Lectures may also be prepared by designated officers and petty officers. Instructors are usually detailed from the V-2 division and are responsible for presentations and the report of student progress.

5.7.3 On-the-Job-Training (OJT) is informal training and consists of practical instruction of personnel in the performance of maintenance tasks, by demonstration and simulation, under the supervision of designated personnel. The experienced personnel of the activity are used to instruct, demonstrate, and impart their skills to less experienced personnel. No special equipment is required, only the job and normal tools to do it. The striker or trainee learns by seeing the job done and gains experience by participating in the work. The nature of this type of training makes regular scheduling impractical. This practical training is performed at every opportunity and can be monitored by effective use of a training syllabus. The syllabus prepared for this type of training is commensurate with the skills of rated and striker personnel. OJT is documented on the Training Syllabus form (OPNAV 4790/33).

5.7.3.1 A report of practical training accomplished is made to the division officer at regular intervals, and final attainment of satisfactory levels of skill is recorded in appropriate records. These records will indicate required training in special areas, documentation of OJT completed, as well as certify qualifications for individual advancement in rate.

5.7.4 The Personnel Qualification Standards (PQS) Program is a compilation of written requirements for a specific watch station or unit team member. PQS is in the format of a specification guide and contains questions pertaining to a specific task. Further detailed information regarding PQS procedures can be found in NAVEDTRA 43100-1 Series, NAVEDTRA 43100-2 Handbooks, and OPNAVINST 3500.34E.

5.7.5 Required reading consisting of certain directives and publications, as directed by the division officer, are routed for dissemination as maintenance information. The material should be incorporated in the active required reading file for each branch or work center. The active file contains temporary maintenance information and such other information as the division officer may direct. The standing file will contain material of a continuing nature that has been read and initialed by all personnel presently assigned, but which is kept on file for the indoctrination of new personnel. The Required Reading and Maintenance Information Record (OPNAV 4790/34) (figure 8-2) is used to maintain a record on the progress of each person. When a required reading document is not itself contained in the reading file, a cross-reference sheet giving the document's location is filed in its place. Files are reviewed at least once monthly by the V-2 division officer and obsolete material removed.

5.8 The Maintenance Training Improvement Program (MTIP)

5.8.1 MTIP is a training management system, which through diagnostic testing procedures, identifies training deficiencies in maintenance personnel. The program is compatible with and supports traditional technical training programs in naval aviation. Through individual evaluation of technical knowledge levels, a quantitative assessment can be made of existing training courses and material. Such assessments allow for corrective action to enhance technical knowledge levels and to improve existing training courses.

5.8.2 The Director, Air Warfare Division (N78), as program sponsor, shall provide overall program direction. The following policies are applicable:

- a. MTIP shall be implemented throughout naval aviation.
- b. Program support will be provided through a computerized management/operating system.
- c. Standardized program procedures will be developed and coordinated with the TYCOMs to the maximum extent consistent with organizational requirements and capabilities.
- d. Final skill qualification remains with the activity. Minimum skill certification requirements will be established by the appropriate unit commander to meet safety requirements.

01 MARCH 2001

e. The MTIP primary goals are to raise technical knowledge levels and to improve existing formal training.

5.8.3 MTIP Responsibilities

5.8.3.1 The Director, Air Warfare Division (N78):

a. Establishes policy for, and exercises overall control of the MTIP.

b. Programs aviation training resource requirements.

c. Identifies and plans manpower requirements.

5.8.3.2 COMNAVAIRSYSCOM, through the Air Programs Coordinating Office, Aviation Training Systems (PMA205):

a. Provides program support as required.

b. Assists in development, implementation, and support of program software requirements and training materials.

c. Provides technical assistance, advice, and liaison as required.

5.8.3.3 The aviation TYCOMs shall:

a. Issue implementing directives, provide program guidance, and ensure adequate planning and implementation of necessary actions to support MTIP.

b. Provide required coordination and support to meet program requirements.

c. Establish and assign subordinate responsibilities to ensure clear definition of lower echelon requirements.

d. Standardize and coordinate program parameters, report requirements, and data utilization.

e. Maintain liaison for planning, development, maintenance, and validation of MTIP materials.

f. Ensure that training support materials for deploying units are available, as required.

g. Monitor formal training programs within each weapon system community.

01 MARCH 2001

h. Measure program effectiveness of formal training courses to provide full support of the Maintenance Training Requirements Review (MTRR) process.

5.9 ALRE Maintenance Management Teams

5.9.1 The TYCOM ALRE Maintenance Management Teams are available to advise, train, and assist fleet activities with aircraft launch and recovery equipment maintenance procedures, logistics support problems, and personnel utilization. Detailed information on concepts, responsibilities, and procedures are found in Chapter 6.

5.10 Maintenance Training Requirements Review (MTRR)

5.10.1 The MTRR is a CNO-sponsored review of designated weapon systems training courses, to ensure the fleet has the best trained maintenance personnel. The MTRR:

- a. Identifies deficiencies in current training tracks, courses, curriculum content, and NECs.
- b. Resolves problems that have previously been identified.
- c. Programs corrective action.
- d. Establishes a tailored training track for enlisted aviation billets, where applicable.
- e. Provides a communications bridge for community participants to generate an interchange of ideas.

5.10.2 The MTRR process, which also applies to ALRE training, ensures compliance with CNO policy and development of structured training tracks to promote standardization between fleets per the following basic guidelines:

- a. Formal training shall be limited to subject matter taught most effectively and economically in a classroom setting.
- b. OJT will be used to reinforce classroom training, where feasible.
- c. Formal structured training shall provide the knowledge and skill required of specific tasks which the trainee will be required to perform.

5.10.3 The MTRR consolidates all elements of the training process. Commands represented on the policy committee include CNO, CNET, COMNAVAIRLANT, and COMNAVAIRPAC. Advisory committee membership includes Bureau of Naval Personnel (BUPERS), NAVAIRSYSCOM, and

01 MARCH 2001

others as appropriate. Policy and advisory committees primarily are concerned with maintenance and training policy. Working committees comprise fleet subject matter experts (SMEs) who must be familiar with the technical aspects of the weapon system to be reviewed. SMEs must also be aware of current maintenance problems and their relationship to the training process.

5.10.4 When an MTRR conference is announced, affected TYCOMs should schedule and conduct a preliminary conference. The preliminary conference indoctrinates participants in review, scope, objectives, procedures and reports. Information concerning training tracks and applicable courses will be provided. Participants in the preliminary conference will be required to attend the CNO conference and are to be selected accordingly.

5.10.4.1 Participants will normally perform the following at the CNO-sponsored conference:

- a. Review existing training and modify as required.
- b. Establish new training as required.
- c. Recommend revisions, deletions, or development of new NECs.
- d. Identify and describe new course requirements.
- e. Identify problems relative to training deficiencies that impact on fleet readiness and make appropriate recommendations.

5.11 Organizational Responsibilities

5.11.1 The Commanding Officer is responsible for personnel training within his/her command. All local unit training will include appropriate elements of OPNAVINST 5100.8G, Navy Safety Precautions for Forces Afloat, 5100.19D NAVOSH for Forces Afloat and OPNAVINST 5100.23E, Navy Safety and Occupational Safety and Health Program.

5.11.2 The air officer is responsible for ensuring that training is accomplished for both permanently and temporarily assigned personnel and for ensuring adequate monitoring of appropriate personnel documents (EDVR, OPNAV 1000/2, etc.). The air officer will ensure that the MTIP is conducted per TYCOM directives.

5.11.3 V-2 division officers shall establish and carry out a suitable training program as directed by the air officer, monitor and coordinate the training of personnel assigned to the division, maintain appropriate records of completed training, and ensure adherence to OJT, PQS and MTIP.

The V-2 Division Officer is responsible for:

- a. Directing and coordinating divisional and ALREMP training.
- b. Obtaining quotas to support training requirements.
- c. Overall management of required reading boards.

5.11.4 V-2 Division Officers will ensure the following ALREMP training is accomplished:

a. QAI/CDQAI/CDI	30 minutes	Monthly
b. Tool Control	30 minutes	Monthly
c. Tag-out Procedures	30 minutes	Monthly
d. MAF/VIDS Board Procedures	30 minutes	Quarterly
e. FOD Program	30 minutes	Quarterly
f. Tech Manual Use	30 minutes	Quarterly
g. Tow Tractor/Forklift OPS	30 minutes	Quarterly
h. METCAL Program	30 minutes	Semi-Annually
i. Corrosion Control	30 minutes	Semi-Annually
j. TPL Program	30 minutes	Semi-Annually

5.11.5 Group/work center supervisor responsibilities for the training program are as follows:

- a. Ensure formal in-service training is conducted through lectures, supplemented with visual aids and required reading.
- b. Ensure OJT is conducted by demonstration and simulation under supervision of designated work center personnel.
- c. Ensure PQS and MTIP are administered in accordance with established procedures.
- d. Maintain Active and Standing Required Reading Boards.

01 MARCH 2001

5.12 Training Publications

5.12.1 The Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, NAVPERS 18068 (NOTAL), defines rates and ratings by describing the Navy's requirements and identifies additional skills required in specified billets which are supplemental to rating skill requirements. The manual consists of two sections as follows:

a. Section I - Contains occupational standards that express requirements for skills as determined by manpower management. These standards form the basis for personnel training and distribution.

b. Section II - Contains Navy Enlisted Classifications (NECs) which identify skills requiring more specific identification than is provided by rates and ratings and which are not rating-wide requirements.

5.12.2 Catalog of Navy Training Courses (CANTRAC). The CANTRAC (NAVEDTRA 10500), contains information on schools and courses offered through Chief of Naval Education and Training (CNET) and other Navy training commands.

5.12.2.1 Functions. The CANTRAC provides a consolidated and computerized catalog displaying courses available.

5.12.2.2 Organization. The CANTRAC is organized as follows:

a. Volume I - Introduction and General Information, and on training activities. Volume I list such information as seasonal uniform changes, quarters availability, and any other pertinent information relative to schools operated by the Navy.

b. Volume II - Catalog Course Descriptions and Convening Schedule. Volume II provides a listing of all courses arranged in numerical sequence by Course Identifying Number (CIN).

5.12.3 The List of Training Manuals and Correspondence Courses (NAVEDTRA 10061-AR Series) is a catalog of current training manuals and self-study courses, for both officer and enlisted personnel, in professional subjects. It is revised and distributed annually to all ships and stations.

01 MARCH 2001

5.13 Navy Integrated Training Resources and Administration System (NITRAS)

5.13.1 NITRAS is an automated system designed to be responsive to demands for training information from CNET and other high-level commands. Also, it provides direct supportive data for BUPERS. NITRAS files provide functional commanders and the training activities with an automated capability to manage and support the Navy training effort. CNET is responsible for management and operation of NITRAS, as noted in CNETINST 1510.1F (NOTAL).

5.14 Funding

5.14.1 En route training is funded by BUPERS. ALRE maintenance training that requires the expenditure of temporary additional duty (TAD) and travel funds must be requested in accordance with type/functional commander directives and the CANTRAC. Initial training is funded by COMNAVAIRSYSCOM. Follow-on training is funded by TYCOMs. TAD and travel costs may be funded by the TYCOMs or BUPERS with modification to TAD orders requested via the appropriate chain of command.

5.15 Manpower Management

5.15.1 The Manual of Navy Total Force Manpower Policies and Procedures (OPNAVINST 1000.16J) provides information, policies, tasking, and procedures for Navy manpower management. The manual is intended for use by all echelons in dealing with manpower change requests or other manning issues.

5.15.2 Manpower requirements for ships are developed through the Ship Manning Document (SMD) process, which identifies quantitative and qualitative manpower requirements for the ship.

5.15.3 Occupational standards define the tasks required of specified rates or ratings. They are the minimum standards required to function effectively at a given level of responsibility. They are the basis for enlisted training, advancement, distribution, and manpower requirements development.

5.15.4 The Manpower Authorization (OPNAV 1000/2) is the qualitative and quantitative document expressing military manpower requirements authorized by CNO for a naval activity. The OPNAV 1000/2 is used for:

- a. Providing effective personnel distribution.
- b. Planning manpower requirements for recruiting, training, promotion, distribution, and Naval Reserve recall.

01 MARCH 2001

c. Stating official organizational manning and billet authorizations approved by CNO.

5.15.5 The Activity Manpower Document (AMD) Change Request (NAVPERS 1000/3) contained in OPNAVINST 1000.16J is used to request changes to manpower authorization resulting from mission, tasking, or organizational changes. NAVPERS 1000/3 is submitted to the Fleet Commander in Chief (FLTCINC) for update into the Total Force Manpower Management Systems (TFMMS).

5.15.6 The Enlisted Distribution and Verification Report (EDVR) is a monthly statement of an activity's personnel account reflecting all individual assignments, including prospective gains, prospective losses, and an onboard rating/NEC summary.

5.15.7 Distribution Navy Enlisted Classifications (DNECs) are used to inform commands of which NECs are being distributed and how they are carried against the activities' manpower authorizations.

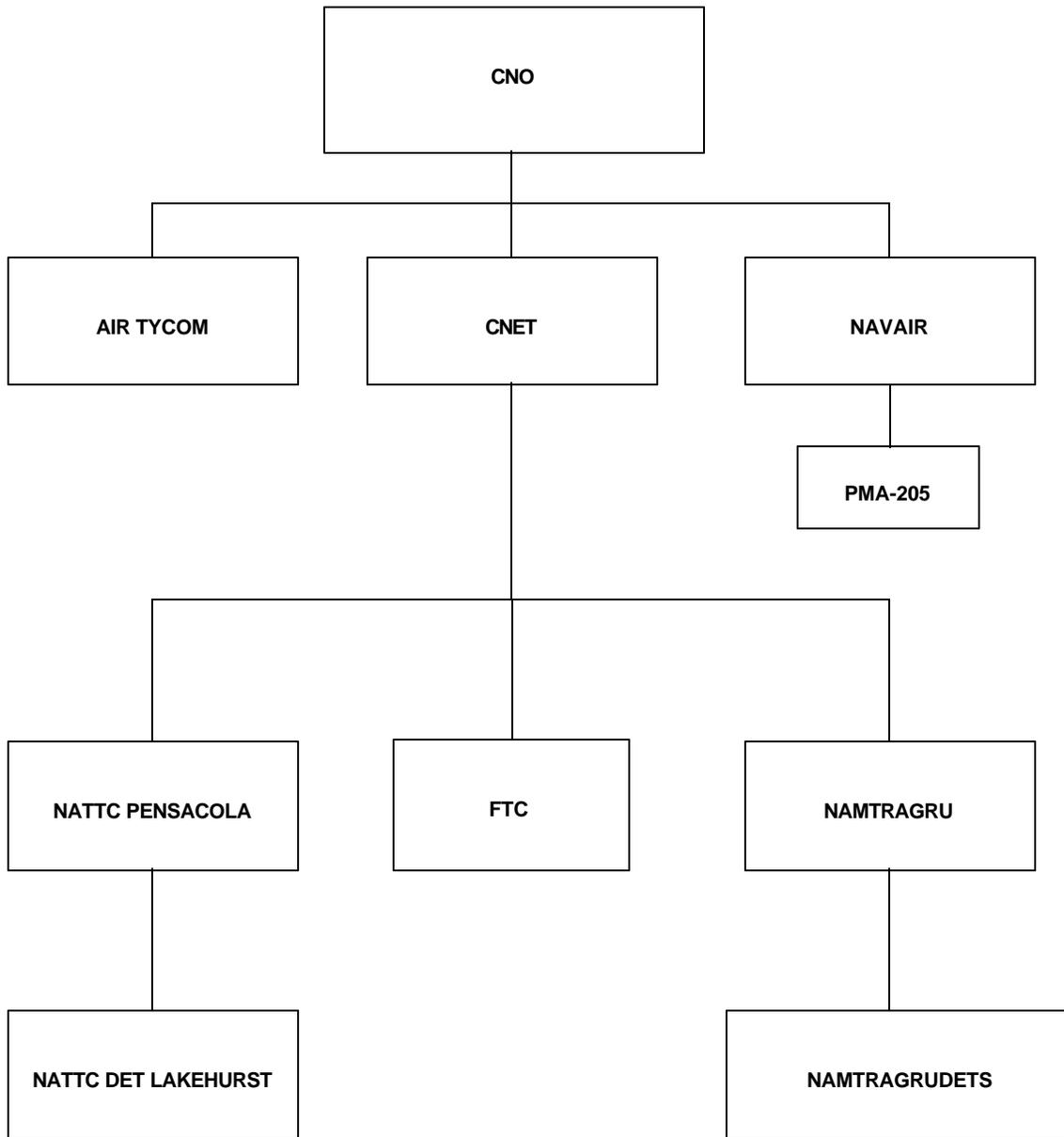


Figure 5-1. ALRE Training Organization